

INVOICE INQUIRY FOLLOW-UP BY REASON CODE

☞ A letter "R" in the third column indicates this reason code requires the invoice to be sent back to the contractor.

CODE	VARIABLE		REASON
A	blank		Awaiting source acceptance
	AP		Previously coded "C" and now awaiting source acceptance.
	PO		Payment Only – Source Acceptance contract
B	blank		Awaiting destination acceptance.
	AP		Previously coded "C" and now awaiting destination acceptance.
	PO		Payment Only – Source Acceptance contract
C	blank		Awaiting contract or delivery order.
	FRC		Awaiting contract from Federal Records Center.
	MIL		Awaiting hard copy of contract.
D	blank		Awaiting additional contractual documents.
	ADD		Requires additional funds for payment.
	DEF		Need contract definitized.
	MACT		Awaiting funding document to recertify cancelled funds.
	1716		DD1716 issued against a contract or mod to correct deficiency.
E	01	R	<u>CONTRACTS</u> a. DFAS-CO is not the paying office.

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CODE	VARIABLE		REASON
E (cont.)	02	R	Resubmit invoice after modification is issued. a. Awaiting definitizing modification. b. Awaiting modification-obligating funds.
	03	R	<u>INVOICES:</u> Contract number on invoice is ... a. Missing b. Incomplete c. Incorrect
	04	R	Submission not authorized a. Electronic submission not authorized. b. Direct Submission not authorized.
	05	R	Duplicate invoice/shipment number. a. Duplicate of paid invoice/shipment number. b. Duplicate shipment number.
	06	R	Shipment/Voucher number is missing/incorrect.
	08	R	Invoice/Public Voucher approval required. a. ACO (Administrative Contracting Officer) b. PCO (Procurement Contracting Officer) c. TCO (Termination Contracting Officer) d. DCAA (Defense Contract Audit Agency) e. COTR (Contracting Officer Technical Representative)
	09	R	Invoice to be returned per ... a. Transportation Officer. b. ACO instructions. c. PCO instructions. d. Contractor.
	10	R	Item number on invoice requires verification. a. Item number missing. b. Item number incorrect. c. Invoice and DD250 do not match.

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CODE	VARIABLE		REASON
E	11	R	Invoice not billed in accordance with contract. a. Unit of measure is missing/incorrect. b. Invoice must be totaled correctly. c. Item/Acrn information is missing/incorrect. d. Unit price is missing/incorrect. e. Extended amount is missing/incorrect. f. Contractor overbilled - Item/ACRN
	12	R	<u>DD FORM 250s:</u> DD 250 Errors. a. Distribution not made to CAO terminal. b. Acceptance point (block 8) needs correction. c. Item number, (block 15) needs correction. d. Shipped without Government Source Inspection. e. Block 15 -19 corrections require Q. A. verification.
	13	R	Inspection/Acceptance problems. a. Material not received/need proof of delivery. b. Material rejected.
	15		<u>Miscellaneous:</u> Re-input of invoice to generate an automatic payment. (NOTE: Invoice previously rejected as a manual payment.)
	16		Input Error a. Contract Number b. Shipment Number c. Discount Rate d. Invoice Amount e. Received Date f. Transportation not entered.
	17	R	Transportation. a. Invoice requires freight bill, charge over b. \$190.00 (copy to Transportation Officer).

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CODE	VARIABLE		REASON
E (cont.)	18		Invoice not returned to contractor a. Duplicate of unpaid invoice b. Invoice assigned to another division/directorate.
	19	R	All other reasons for return to contractor. a. Contract fully disbursed and closed. b. Returned for legible documentation.
	20	R	<u>CCR</u> CCR Information – Contract/contractor not active or not registered in CCR.
	21	R	Electronic Submission required
	PP	R	Progress Payment rejected. The system will automatically code.
F	AP		Paid automatically.
	00		Manually coded F from a previously coded "K" or "L."
	99		Manually coded F to indicate zero payment.
	Julian Date		Manually coded F to update the MOCAS payment record.
G	AP		Matched with an acceptance in the system and is awaiting manual review.
	**		A manual payment suspended in the system waiting to be paid.
	**AP		An automatic payment suspended in the system waiting to be paid.
	AREQ		Invoice in Prevalidation.

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CODE	VARIABLE		REASON
H	ACO		Awaiting approval from Administration Contracting Officer.
	AP		Awaiting Approval.
	CCR		Identifies contractors that are registered in the CCR but TIN/CSC information is missing /different from MOCAS.
	FAAP		Awaiting First Article Approval.
	GMSW		Requires approval from Transportation Officer for Guarantee Maximum Shipping Weight.
	MSS		Requires approval from Transportation Officer for Minimum Size Shipment.
	PCO		Awaiting approval from Procurement Contracting Officer.
	STOP		Appropriation over-extended at Treasury level.
	TCO		Awaiting approval from Termination Contracting Officer.
	TO/TRA		Awaiting approval from Transportation Officer for freight/ transportation charge over \$190.00.
I	AP		Previously coded "C" and now awaiting acceptance review. *System generated.
	AI		Partial acceptance or unit price discrepancies.
	Q3		Awaiting review of quantity variation.

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CODE	VARIABLE		REASON
J	ADJ		Need adjustments.
	"APP1"		Awaiting review for validity of contract or modification appropriation. No disbursements have been made.
	"APP2"		Awaiting review for validity of contract or modification appropriation. Disbursements have been made.
	AREQ		Prevalidation invoice requires coordinated audit between the payment and accounting offices.
	AUD		Requires a contract audit.
	AUDF		Requires a contract audit and/or coordination with the Accounting Station due to force-thru restrictions.
	CERT		Requires certification from prior paying office.
	FMS		Invoice containing Foreign Military Sales funds requires a contract audit.
	"REOP1"		Awaiting contract reopening by Contract Input.
	"REOP2"		Awaiting contract reopening by CAR.
K			Credit memo with no matching invoice on hand.
L			Demand letter issued by the Accounts Receivable clerk requesting a check from the contractor. An Accounts Receivable file is established.
S			Invoice automatically coded because of Other Disbursing Office (ODO) status.

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The chart below lists reason codes and the general location of the associated invoice:

If reason code is	Then the original invoice should be...
A, B, C, D, H, I, or J	In the Invoice Control Unit.
E,	On its way back to the contractor.
F	Original forwarded to Accounting Station, copy placed in contract folder
G	In the Contractor Entitlement Unit.
K, or L,	In the Accounts Receivable Unit.

End of Module